



Labor and Workforce Development Agency

INVITES YOUR INTEREST IN THE POSITION OF

UNDERSECRETARY

THE ORGANIZATION

The Labor and Workforce Development Agency (LWDA) leads California's efforts in protecting and improving the well-being of the state's current and future workforce. A cabinet-level agency, LWDA develops and implements policies affecting the world's fifth-largest economy and oversees seven major units that serve California's workers and employers.



Agency website: labor.ca.gov



THE POSITION

Demographics

The position is located in beautiful Sacramento, California, and consists of both in-office and telework due to statewide travel being suspended at this time, unless there is a designated urgent need. Sacramento is known for being a safe and affordable place to raise a family. Its downtown streets, beautiful mountains, and friendly people make it a great place to call home. Sacramento is centrally located and a short drive away from San Francisco, Napa, Lake Tahoe and other beautiful cities in California.



Duties

Under the direction of the Secretary, the Undersecretary of the Labor and Workforce Development runs various aspects of the Agency. The Undersecretary participates with the Secretary in administering and overseeing the departments, offices and units within the Agency, with a focus on supporting and enhancing program activities and management across the Agency.

The Undersecretary supports overall Agency policy development, including evaluating of proposed policies or legislation as needed; prepares correspondence, reports and position papers; assists in ensuring Agency responsiveness to inquiries, requests for information, or other assistance from the Governor or the Legislature and its staff; in conjunction with the Agency Deputy Secretary of Legislation, may represent the Secretary and Agency in contacts with the Legislature and Congress and in appearances before legislative and congressional committees; provides advice to the Secretary and other Agency officials regarding relationships with elected officials, and the view of the Legislature regarding strategies and issues.

The Undersecretary additionally promotes efficient use of resources, improves interagency coordination efforts, and promotes accountability and program access.

The Undersecretary acts for the Secretary in her absence; represents the Secretary and the Agency before legislative groups, control agencies, other government agencies from local to federal, and public groups, including both labor and management organizations; makes speeches and directs the preparation of numerous special studies and reports.

THE IDEAL CANDIDATE

The LWDA is looking for an effective, innovative leader who has a track record of managing a large organization, running multi-stakeholder projects to fruition, and ensuring that services are provided efficiently. The ideal candidate would be a compassionate team player who understands the needs of California's workforce and contributes proactively to addressing those needs. In addition, the ideal candidate would be a seasoned manager who has:

- Experience developing and maintaining effective working relationships with federal, state, and local stakeholders;
- Demonstrated ability to develop coalitions within and/or outside of government to achieve project goals;
- Ability to identify areas where processes and communication can be improved and to implement any needed improvements;



SPECIAL REQUIREMENTS

Please visit the Exempt Position Announcement to view the special requirements.

[EXEMPT BULLETIN](#)





THE COMPENSATION

The annual salary range for this position is:

\$172,344—\$204,864

A comprehensive benefits package is also offered which includes:

Medical - Your choice of Medical Plans for you, your spouse/domestic partner, and your dependents, the cost of which is paid by the department up to predesignated Consolidated Benefits (CoBEN) limits.

Dental - Your choice of Dental Plans for you, your spouse/domestic partner, and your dependents; exempt employees are eligible for enhanced dental coverage.

Vision - Basic and Premier Vision Services Plans for you, your spouse, and your dependents.

Cash in lieu of health and dental benefits - Under the CoBen Cash Option Program, employees may opt to receive cash in lieu of both health and dental coverage or health coverage only if they have coverage through another source.

Employee Assistance Program - 7 sessions per problem type for Employee, 7 sessions per problem type for spouse, 7 sessions per problem type total for dependent children.

Life Insurance - \$50,000, includes accidental death and dismemberment coverage (employees may purchase additional coverage for themselves, as well as dependent coverage for spouse/domestic partner and/or eligible children).

Long-term Disability Insurance - Voluntary employee-paid benefit; maximum monthly benefit is \$10,000.

Non Industrial Disability Insurance - Basic NDI rate is approximately \$135.00 per week.

Enhanced NDI - Employees can supplement Annual Leave to receive 50%, 75%, or 100% of their monthly income.

Holidays - 11 paid holidays per year, plus 1 personal holiday, and 2 professional development days.

Vacation - Ranging from 10 ½ - 24 days per year dependent upon years employed.

Sick Leave - 12 days per year.

Or Annual Leave - Ranging from 22 ½ - 30 days per year.

Flexible work schedule, including ability to telework.

Optional Benefits:

Deferred compensation/Savings Plus 401 k and 457 Plans.

Group Legal Services (a voluntary, employee-paid program)

Cal PERS Long-term Care insurance, for employees who become ill or

CalPERS Retirement Information

Classic Members - (13% monthly contribution is paid by employee)

Members hired prior to January 15, 2011 = 3% @ 50 (based on highest 1 year final compensation)

Members hired after January 15, 2011 and prior to January 1, 2013 = 2.5% @ 55 (based on highest 3 year final compensation)

New Members - (13% monthly contribution is paid by employee)

Members hired after January 1, 2013 = 2% @ age 50 up to 2.5% @ age 57 (based on highest 3 year final compensation)

TO APPLY

If you are interested in this outstanding opportunity, please apply online at: www.gov.ca.gov/application-for-appointment

Candidates will be advised of the status of the recruitment following the selection.

If you have any questions, please contact Samantha Diaz at (916) 445-4541 or Samantha.Diaz@gov.ca.gov